

## Sending From Android Direct to McGowan Transcriptions

Here's a step-by-step guide on how to record audio on an Android device and save it onto the phone, so it can be emailed or uploaded for transcription:

1. Open the Voice Recorder app on your Android device. If you cannot find it, try using the search bar on your home screen to locate it.
2. Once the app is open, tap the red circle button to start recording. You will see a timer appear on the screen indicating how long you have been recording.
3. When you have finished recording, tap the square button to stop the recording. You will see the recording appear on the screen with the date and time of creation.
4. To save the recording onto your Android device, tap on the recording you just made. This will take you to the details screen where you will see the name of the recording, the length of the recording, and an option to share the recording.
5. Rename your recording to include the project name or number and any other naming conventions you find useful.
6. Tap on the share button (it looks like three dots connected by two lines) to see your sharing options. From here, you can email the recording to us at:  
**[mcgowantranscriptions@globalounge.co.uk](mailto:mcgowantranscriptions@globalounge.co.uk)**
7. If you want to keep the recording on your Android device for easy access later, make sure to save it to your Files app. To do this, tap the "Save to Files" option and choose where you want to save the file. You can create a new folder to keep all of your recordings organized.
8. If you prefer to upload your files rather than email from your device, please follow step 7 first, then open your browser, visit **[www.mcgowantranscriptions.co.uk](http://www.mcgowantranscriptions.co.uk)** and choose 'order online' and follow the process as usual... click on 'choose files' and upload the files you've saved on your device.
9. You will receive an email saying your files have arrived safely with us.

**That's it!**

With these simple steps, you can easily record and save audio on your Android phone, and share it with us via email or upload it to our website for transcription.